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**Attendance Officer**

Hours: 13 hours per week (half an hour unpaid lunch break)

8.45am – 3.15pm (Thursday and Friday)

Fixed Term Contract to 31/08/2026

39 weeks a year

Salary: Grade 3, (£24,027 pro rata)

Horizon Schools Federation are looking for an Attendance Officer to be based at Donington Cowley Endowed Primary School.

We are looking for someone with proven suitable office/school experience that can manage the attendance across the Federation. Training will be provided for the specific role as part of the Lincolnshire County Council Attendance Team.

The suitable candidate will be able to work effectively within a team but also work on their own initiative with a positive ‘can do’ attitude.

Please see the attached job description for full details of the job role.

Closing Date: 9am Monday 16th June 2025

Interview Date: Friday 20th June 2025

Visits to the school are warmly welcomed. Please contact Sarah.Bach@cowley.lincs.sch.uk to arrange a suitable time or if you wish to discuss this role further, please contact Sarah on 01775 820467 or 01529 240465. Applications packs are available from either school website.

Horizon Schools Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should note that this post is subject to enhanced DBS disclosure. Pre-employment checks are in line with Keeping Children Safe in Education 2024

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Please note that we are unable to accept a CVs.